



POSITION ANNOUNCEMENT

Nancy S. Grasmick
State Superintendent of Schools

Office of Human Resources · 200 West Baltimore Street · Baltimore, MD 21201 · 410-767-0019 · 410-333-3045 TTY/TDD

DIVISION OF CAREER TECHNOLOGY AND ADULT LEARNING JUVENILE SERVICES EDUCATION PROGRAM

July 3, 2008

POSITION TITLE:	Guidance Counselor
SALARY:	Salary to be determined following assessment of the applicant's education and experience.
LOCATIONS:	J. DeWeese Carter Center Chestertown, (Kent Co.) Maryland
NATURE OF WORK:	This is a professional position responsible for providing a needs-based, comprehensive, planned school counseling program including services that facilitate skills in personal and academic achievement, educational/career decision making, and interpersonal relationships.
DUTIES AND RESPONSIBILITIES:	Conducts a wide range of programs to assist students, parents, and staff in making decisions regarding educational planning, career planning, and social/emotional issues; ensures that all students experience a set of guaranteed school counseling services, as appropriate; provides individual and small group counseling for students; provides classroom guidance lessons designed to meet the developmental needs of students.
MINIMUM QUALIFICATIONS:	<u>EDUCATION:</u> Possession of a Master's Degree in Education, School Counseling, Guidance Counseling, or a related field from an accredited college or university; possession of or eligible for a Maryland State Department of Education professional teaching certificate with a guidance endorsement. <u>EXPERIENCE:</u> Two years of professional experience in teaching and/or counseling.
ESSENTIAL REQUIREMENTS:	Expert knowledge of guidance and counseling principles and methods; knowledge of recent developments, current literature, and sources of information in guidance and counseling; working knowledge of individual and group behavior; skill in working with students who have social, emotional and health problems; skill in applying the appropriate administrative procedures and educational techniques used in guidance; ability to communicate effectively, both orally and in writing.
PROCEDURE FOR APPLICATION:	Applicants must include their resume and complete a Maryland State Department of Education (MSDE) Application for Employment indicating application for Position - Guidance Counselor. The application, resume, and any support documentation must clearly demonstrate that the applicant meets the prerequisite Minimum Qualifications and possesses the Essential requirements for the position. Completed Applications must be directed to the Staff Employment Section, Office of Human Resources, Maryland State Department of Education, 200 W. Baltimore Street, Baltimore, MD 21201 or faxed to 410.333.8950. For inquiries or an MSDE Application, contact 410.767.0019, TTY/TDD 410.333.3045, or visit our website at www.marylandpublicschools.org/MSDE/aboutmsde/jobs . All applications will be accepted until the position is filled. <i>Appropriate accommodations for individuals with disabilities are available upon request.</i>

**CONDITIONS OF
EMPLOYMENT:**

Employees in this classification are subject to Substance Abuse Testing in accordance with Code of Maryland Regulation 17.04.09, Testing for Illegal Use of Drugs. Applicants must consent to State Police Investigation as a routine procedure for all employees required to work in State Correctional Institutions. Proof of eligibility to work in compliance with the Immigration Reform and Control Act is required. If, once employed, it is determined that the incumbent does not qualify for at least a Professional Certificate with the appropriate endorsement, the incumbent's employment will be terminated. Also, failure to obtain and maintain a Maryland Teaching Certificate will be the basis for termination of employment.

CLOSING DATE:

Open Until Filled